



# FEE CALCULATION WORKSHEET

## CALIBRATION LABORATORIES

Lab Name \_\_\_\_\_

NVLAP Lab Code \_\_\_\_\_  
(to be assigned by NVLAP)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Application for the Calibration Laboratories program is a two-stage process. Stage 1 includes a review of the application for accreditation, quality manual and related documents, and a determination of the scope for which the applicant laboratory has applied. Stage 2 is comprised of a preassessment (optional), an on-site assessment, proficiency testing, and evaluation for accreditation.

**The fees for Stage 1 are due with this application.** Following Stage 1, the laboratory will be notified of the next steps to be taken, as well as the total amount of fees due for Stage 2.

The Stage 1 Fee is \$ 4,220.00.

For your convenience, payment may be made by check, purchase order, or charge card. Please check the payment method selected:

- G** Check. Make check payable to: National Institute of Standards and Technology. Write "NVLAP" and your Lab Code (if assigned) on the check to ensure proper credit.
- G** Purchase order. Attach copy of purchase order to Fee Calculation Worksheet. The NIST Billing and Collections Department will invoice your laboratory for the total fee amount.
- G** Charge card. Complete the *Authorization to Charge Credit Card* on the reverse side of this sheet.

Send application and fees to:

NVLAP/Accounts  
National Institute of Standards and Technology  
Building 101, Room A822  
100 Bureau Drive, Stop 3751  
Gaithersburg, MD 20899-3751

**AUTHORIZATION TO CHARGE CREDIT CARD**

Please charge this amount \$ \_\_\_\_\_ to the following Credit Card:

You must check ONE card type below:

☐ Mastercard

☐ Visa

☐ Discover

☐ American

☐ Express

Credit Card Account Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

Name of Card Holder: \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Office Phone: (\_\_\_\_) \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_

Please be sure that the addition of this amount will not extend your charge card balance beyond your current credit card limit.